

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

March 26, 2015

Members Present: Elizabeth Murphy, Chair
Paul Doherty, Member
Amaryllis Leet, Member

Also Present: Peter Proulx, Secretary
Denise Ivaldi, Recording Secretary
Sue Honeycutt, Fenton & Ewald

Members Absent: Deborah A.H. Christen, Vice Chair
Caroline Fortin, Member

Resident Participation prior to meeting:

- A resident wanted to know if anyone was ever going to wash the outside windows. She has been here six years on the second floor. *Peter replied that it would be put on the list; possibly with an extension pole Keith could do.*
- A resident asked if next winter the space near the mail boxes could be widened.
- A resident commented on a pole light in the back parking lot.
- A resident had a complaint about her neighbor. They have a lot of stuff on the porch, people going by her area and her things are being moved. Resident said she called Evelyn, but nothing happened. They are partying; beer and marijuana and other people present. *Peter said he would ask Evelyn to look into this matter.*
- A resident asked why the community room doors were not always locked; deadbolt on back door?
- A resident asked if the family units were allowed to use the laundry room. Evelyn was supposed to have sent a letter to the families. *Peter replied he will check with Evelyn.*
- A resident asked if the windows would be fixed next year. *Peter asked the tenant to call him tomorrow.*

1. The Chair declared a quorum present and opened the meeting at 6:42 p.m.

2. The minutes of the January 22, 2015 meeting were presented; Elizabeth Murphy made a motion to accept the minutes; Paul Doherty seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

A. DHCD snow initiative – a little extra money to help with snow removal. We had an outside contractor come in to help remove snow and also someone to help shovel. We received approximately \$1400.

B. Net metering – Lodestar is moving forward; waiting for approval from the town of Ashby.

C. Assistant Executive Director – we are down to two finalists who will meet with the Leominster H.A. Chair next week. We then hope to hire someone within a few weeks.

4. Financial Report:

Sue Honeycutt (Fenton & Ewald) was here; annually reviews the year-end financials with the board. Sue started by saying Lunenburg H.A. did very well for 2014. Reserve balance is \$88,000; almost at 62%. We are moving in the right direction. Housing authorities lose their subsidy if reserves go over 100%. One of the big differences in the financials is in employee benefits (health insurance); last maintenance employee had, current one doesn't. Everything else looks great, it's been a good year. Elizabeth Murphy asked about the unrestricted "OPEB" on page 2. Sue explained the funding mechanism for health insurance for employees. The board thanked Sue for coming in.

The Executive Director went over the January 2015 financials. Reserves were at 62.45%; we are in good shape. Rents were budgeted at \$350/per unit per month; actual rents collected were \$392. Paul Doherty made a motion to accept the financials. Amaryllis Leet seconded; all were in favor

5. Facilities Report:

The E.D. went over the facilities report.

A. All units are occupied through the end of February.

B. Most work orders are completed within the same day.

C. No modernization on-going. The capital plan was approved by DHCD today. Carpeting/flooring to start soon.

Elizabeth Murphy asked if there was any permanent damage to the roof. Peter replied that there was little staining, need repair/painting (6 units).

6. New Business:

The following resolution was presented by the Executive Director:

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 201503

Whereas: The Lunenburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Lunenburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Lunenburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2015 through December 31, 2015.

RESOLVED, Motion made by Elizabeth Murphy to enter into contract for accounting services.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

7. No other correspondence.

8. No old business.

9. No resident participation was requested for this meeting.

Peter presented the year-end certifications to the board; all board members signed.

Elizabeth Murphy made a motion to adjourn the meeting at 7:12 p.m. Paul Doherty seconded, all were in favor, and the meeting was adjourned.

